

HTC
SECRET

17 October 1950

MEMORANDUM FOR: ALL DIVISION AND STAFF CHIEFS

SUBJECT: Stay-Behind and Evacuation Planning

1. There is presently established a working committee for planning and coordinating stay-behind activities. That committee is chairmanned by Staff B. The chairmanship by Staff B is based on its assigned responsibility for over-all planning and coordination of planning.

2. There is attached a "Guide for Preparation of Stay-Behind Outline." All divisions concerned will prepare an "Outline of Stay-Behind Operation" for each operation or project, whether the facility is planned or in existence.

a. The attachment is classified "SECRET," and the completed outline will be "SECRET," since the information thereon is not within the classification of "TOP SECRET."

b. This requirement does not supersede normal procedures for securing approval of projects and basic plans.

c. The outlines will be prepared on loose-leaf paper, similar in size to the attached. Supplies are available in Staff B.

d. All outlines will be forwarded to Staff B prior to 15 November 1950.

3. When all outlines are received, they will be placed in a loose-leaf notebook which will represent the over-all OSO stay-behind program, planned and existing. The entire matter will be forwarded to the DCI for information and approval. The outlines will be revised to reflect changes in order that at all times the current OSO stay-behind program will be accurately set forth and available at one point in OSO.

4. In addition to stay-behind planning, Staff B is charged with over-all planning and coordination of specific planning in connection with evacuation plans. Consequently, all specific plans relating to those subjects will be coordinated with Staff B, who will be responsible for such additional coordination as may be necessary.

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DATE 27 MAY 1981

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5. Staff B has been directed to establish a close-working relationship with the appropriate staff in OPC in connection with stay-behind and evacuation planning. Further, Staff B has been directed to coordinate liaison by the foreign divisions with the appropriate area units of OPC on those subjects.



Assistant Director
Special Operations

2 Attachments

"Guide for Preparation of Stay-Behind Outline"

OFFICE OF SPECIAL OPERATIONS

OUTLINE OF STAY-BEHIND OPERATION

Division: _____ Country: _____ Cryptonym: _____

Case Officer: _____ Date: _____

Branch Chief _____ Division Chief _____

(Existing) (Planned) Facility

1. PARTICIPATION BY OTHER SERVICES
(State whether joint, independent, tripartite and service involved)
2. INTENDED FUNCTION
(To collect political, scientific, O.B., CE, etc. If divided or in phases, so state)
3. STRUCTURE AND SIZE
(How organized, number of circuits)
4. PERSONNEL

	<u>Chief Agents</u>	<u>Sub-Agents</u>	<u>W/T Operators</u>
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Recruited:
 Trained
 In Training
 Untrained

Spotted

Total Required

Grand Total _____

5. TRAINING PROGRAM
(Requirements, how to be carried out, etc.)
6. DUPLICATION OF RECORDS
(Type of files duplicated and where located)
7. COMMUNICATIONS
(a) Equipment

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	<u>Total Re-</u> <u>quired for</u> <u>Fiscal 1951</u>	<u>In Station</u>	<u>Held by</u> <u>Agents</u>	<u>Buried</u>	<u>Total</u> <u>Contemplated</u>
SSTR-1					
RS-1					
SSP-11					

- (b) Training Aids
(Description of all types of training aids ON HAND and REQUIRED)
- (c) Base Station
(What station will circuits play into - give alternates, if any)
- (d) Signal Plans and Crystal
(Issued, buried, not available, etc.?)

8. SUPPLIES & EQUIPMENT

- (a) (List supplies and all types equipment other than Communications issued and required)
- (b) Responsibility
(Who is accountable for all property)

9. COSTS

- (a) (Include all costs, excluding communications, such as equipment, supplies, operational expenses, initial supply of funds - for post-occupation use, etc. Distinguish between costs estimated for budget purposes and new or additional costs.)
- (b) Burial (Amount, type of funds or other articles of value)

10. EVACUATION PLANS

- (a) (Who (categories), why, where, and how)
- (b) (Will area to which evacuation is made be same as Commo base into which circuits play?)

11. RESUPPLY PLANS

(How is resupply of equipment, W/T sets, money, men, etc., to be accomplished?)

12. OTHER REMARKS

(Optional - include any other pertinent points not covered above)